



Posted: April 28, 2006

**CITY OF NORFOLK
PUBLIC WORKS DEPARTMENT
REQUEST FOR PROPOSALS
for
BATTLESHIP WISCONSIN EXHIBIT – CONSULTING SERVICES**

You are hereby invited to submit a proposal to provide consulting services assisting the City of Norfolk in its efforts to obtain, accept, prepare, and display the Battleship Wisconsin, which is currently available for donation from the Navy as a Museum/Memorial. Consulting Services may include, but shall not be limited to, assistance in preparation of a complete ship donation application, including a technical plan comprised of a Mooring Plan, Maintenance Plan, and an Environmental Plan. Assistance may also be required in preparing a Business/Financial Plan and a Curatorial/Museum Plan as part of the donation application. In addition, should the City be successful in obtaining and accepting the donation, design and construction services may be required in order to prepare the Battleship Wisconsin, or portions thereof, for public access, display, maintenance, and operation. A copy of the Federal Register Notice of Availability is attached.

Your proposal should be complete in furnishing all architectural, engineering, planning, environmental testing, construction administration, and other miscellaneous services as required. Proposals shall list previous experience with types of projects listed above, including scope of work, client, status of project, and year work was performed. Appropriate brochures, photographs, or printed material may be submitted, as well as resumes and backgrounds of key principals, associates, and staff individuals. The proposal shall contain a written statement attesting that the firm maintains an errors and omissions liability policy with a minimum limit of \$1,000,000. In no event shall your proposal, including all attachments, brochures, covers, and dividers, exceed 20 sheets of paper. You are permitted to utilize the reverse side of all sheets.

The City of Norfolk encourages the submission of proposals by all qualified minority and disadvantaged businesses, and the participation of these businesses on the design team. A listing of qualified businesses is available from the Virginia Department of Minority Business Enterprise (www.dmbe.state.va.us). All responses shall include information on any minority participation, either in terms of personnel within your organization or the use of sub-consultants.

A selection committee, representing the City and other concerned parties, will review and evaluate all proposals submitted. The proposals will then be ranked in order of qualifications, general experience, and reputation of the project team. The committee shall engage in individual discussions with two or more firms deemed fully qualified, responsible, and professionally competent on the basis of initial responses. After completion of these discussions, the committee shall select, in the order of preference, two or more firms whose proposed services are deemed most meritorious. At that time, agreeable terms of compensation for service will be negotiated.

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If negotiations cannot be successfully completed with the first choice firm, the committee will then enter into negotiations with the second choice firm, etc. Upon completion of negotiation, a formal contract agreement will be prepared and executed between the selected firm and the City of Norfolk.

All proposals are due no later than **3:00 p.m., Tuesday, May 23, 2006**, in the office of the Design Division, Department of Public Works, 810 Union Street, Room 700, Norfolk, Virginia 23510. Seven (7) copies of this proposal shall be submitted. Should there be any questions concerning the proposal, please contact Mr. Chuck Joyner, Assistant City Engineer, at (757) 664-4648.

Sincerely,

John M. Keifer
Director

Attachment